



# CONTRACT

STATE OF UTAH

CONTRACT NO. \_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_

TRACKING NO. \_\_\_\_\_

UTAH DEPARTMENT OF TRANSPORTATION  
ENGINEERING SERVICES  
**CONTRACT**

PROJECT \_ JOB/PROJ (CID) \_ PIN \_

1. **CONTRACTING PARTIES:** This contract is between the Utah Department of Transportation, referred to as DEPARTMENT and,

**FIELD(co)**

Consultant

**FIELD(address)**

Address

**FIELD(city)**

City

State

Zip

**Legal Status of Consultant**

☐ Sole Proprietor

☐ Corporation

☐ Partnership

☐ Other

Fed ID#

referred to as CONSULTANT.

2. **REASON FOR CONTRACT:** The DEPARTMENT does not have sufficient qualified staff to complete the work required in the suggested time frame and the CONSULTANT is professionally qualified and willing to assist the DEPARTMENT with as further described in Attachment C.
3. **PROJECT/CONTRACT PERIOD:** The project/contract will terminate , unless otherwise extended or canceled in accordance with the terms and conditions of this contract.
4. **CONTRACT COSTS:** The CONSULTANT will be paid a maximum of \$ for costs authorized by this **Contract** as further described in Attachment D.
5. **ATTACHMENTS INCLUDED AS PART OF THIS CONTRACT:**  
Attachment A - Certification of Consultant and Department  
Attachment B - Standard Terms and Conditions  
Attachment C - Services Provided by the Consultant  
Attachment D - Fees  
Attachment E - Duties of the Department

The parties below hereto agree to abide by all the provisions of this contract. IN WITNESS WHEREOF, the parties sign and cause this contract to be executed.

CONSULTANT - **FIELD(co)**

UTAH DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date

*Utah State Attorney General's Office has approved Attachment A through E as to form. Special provisions made to Attachment B, Standard Terms and Conditions, will require separate approval.*

DEPARTMENT Comptroller's Office

By: \_\_\_\_\_  
Title: Contract Administrator

Date

**CERTIFICATION OF CONSULTANT**

I hereby certify that I, \_\_\_\_\_, am a duly authorized representative of **FIELD(co)** and that neither I nor the above CONSULTANT I hereby represent has:

- (a) employed or retained for commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this contract,
- (b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- (c) paid, or agreed to pay to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract; except as hereby expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Utah Department of Transportation and the Federal Highway Administration, U.S. Department of Transportation in connection with this contract, involving participation of Federal-aid Funds, and is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_  
Date

\_\_\_\_\_  
CONSULTANT Signature/Title

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**CERTIFICATION OF UTAH DEPARTMENT OF TRANSPORTATION**

I hereby certify that I am a duly authorized representative of the Utah Department of Transportation, and that the above CONSULTANT or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to:

- (a) employ or retain, or agree to employ or retain, any firm or person, or
- (b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as hereby expressly stated (if any):

I acknowledge that this certificate is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_  
Date

By: \_\_\_\_\_

## ATTACHMENT B

### STANDARD TERMS AND CONDITIONS

1. **AUTHORITY:** Provisions of this contract are pursuant to the authority set forth in Sections 27-12-21, 107 and 108; and 63-56 U.C.A. 1953, as amended, and the Utah State Procurement Regulations, which authorizes the DEPARTMENT to make purchases in accordance with said laws and regulations.
2. **CONTRACT JURISDICTION AND COMPLIANCE WITH LAWS:** The provisions of this contract shall be governed by the laws of the State of Utah. Also, the CONSULTANT and those engaged by the CONSULTANT shall comply with all Federal, State and local laws, regulations and other legally binding requirements that pertain to the services provided under this contract. Proof of the CONSULTANT'S compliance with licensing requirements shall be furnished to the DEPARTMENT upon request.
3. **RECORDS ADMINISTRATION:** The CONSULTANT shall maintain all books, papers, documents, accounting records and other evidence to support costs billed for under this contract. These records shall be retained by the CONSULTANT for a period of at least four (4) years after the contract terminates, or until all audits initiated within the four years have been completed, whichever is later. These records shall be made available at all reasonable times during the four year period for audit and inspection by the DEPARTMENT and other authorized State and Federal auditors. The CONSULTANT'S records supporting the cost proposal shall also be retained and made available for review by authorized Federal or State staff. Copies of requested records shall be furnished to the DEPARTMENT upon request.
4. **CONFLICT OF INTEREST:** The CONSULTANT certifies that none of its officers or employees are officers or employees of the State of Utah unless disclosure has been made in accordance with Section 67-16-8, U.C.A. 1953, as amended. The CONSULTANT further warrants that it has no financial or other interest in the outcome of the work performed under the contract. Examples of this situation would be a Consultant who owns land, options to buy land, or some business enterprise which would be financially enhanced or diminished by any project alternatives.
5. **EMPLOYMENT OF DEPARTMENT EMPLOYEES:** The CONSULTANT agrees not to engage in any way the services on this contract of any present or former Utah Department of Transportation employee who was involved as a decision maker in the selection or approval processes or who negotiated and/or approved billings or contract modification for this contract.
6. **CONSULTANT, AN INDEPENDENT CONTRACTOR:** The CONSULTANT shall be an independent contractor, and as such, shall have no authority, express or implied to bind the DEPARTMENT to any agreement, settlement, liability, or understanding whatsoever; and agrees not to perform any acts as agent for the DEPARTMENT, except as specifically authorized and set forth herein. Persons employed by the DEPARTMENT and acting under the direction of the DEPARTMENT shall not be deemed to be employees or agents of the CONSULTANT. Compensation provided to the CONSULTANT herein shall be the total compensation payable hereunder by the DEPARTMENT.
7. **INDEMNITY - LIABILITY:** CONSULTANT agrees to hold harmless and indemnify the UTAH DEPARTMENT OF TRANSPORTATION, its officers, employees and agents (indemnities) from and against all claims, suits and cost, including attorneys' fees for injury or damage of any kind, arising out of CONSULTANT'S negligent acts, errors or omissions in the performance of this contract, and from and against all claims, suits and cost including attorney's fees for injury or damage of any kind, arising out of indemnities failure to inspect, discover, correct or otherwise address any defect, dangerous condition or other condition created by or resulting from CONSULTANT'S negligent acts, errors or omissions in the performance of this contract.

The CONSULTANT is an independent contractor contracted with the DEPARTMENT. Any periodic plan and specification review or construction inspection performed by the

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DEPARTMENT arising out of the performance of the contract, does not relieve the CONSULTANT of its duty in the performance of the contract, or ensure compliance with acceptable standards.

8. **SEPARABILITY:** The declaration by any court, or other binding legal source, that any provision of this contract is illegal and void and shall not affect the legality and enforceability of any other provision of this contract, unless said provisions are mutually dependent.
9. **INSURANCE:** Services to be provided by the CONSULTANT under this contract are required to be covered by insurance. The CONSULTANT shall furnish the DEPARTMENT a Certificate of Insurance applying to this contract for each type of insurance required, to be approved by the DEPARTMENT, before the CONSULTANT begins work under this contract. The CONSULTANT's insurer must be authorized to do business in Utah and must meet the specified A.M. Best rating or better at the time this contract is executed. The following insurance shall be maintained in force until all activities which are required by this contract or as changed by contract modification are completed and accepted by the DEPARTMENT:
  - (a) General and Automobile Liability and Property Damage insurance with a limit of not less than \$1,000,000 per occurrence and not less than \$2,000,000 aggregate and having an A.M. Best rating of A-class VIII or better. The limit if different for this contract will be as designated in Attachment C to this contract. If this coverage is written on a claims-made basis, the Certificate of Insurance shall so indicate.

The CONSULTANT represents that as long as commercially available the insurance shall remain in effect such that claims reported up to three (3) years beyond the date of substantial completion of this contract are covered.
  - (b) Architect and/or Engineers Professional Liability (errors and omissions) insurance having an A.M. Best rating of A-class VIII or better, is required at the coverage amount stated in Attachment C to this contract. If this coverage is written on a claims-made basis, the Certificate of Insurance shall so indicate. The CONSULTANT represents that as long as commercially available the insurance shall remain in effect such that claims reported up to three (3) years beyond the date of substantial completion of this contract are covered (on construction contracts or modifications for construction management the insurance, shall remain in effect for one (1) year after completion of the project).
  - (c) Valuable Papers & Records Coverage and/or Electronic Data Processing (Data and Media) Coverage for the physical loss or destruction of the work product including drawings, plans, specifications and electronic data and media. Such insurance shall be of a sufficient limit to protect the CONSULTANT, its sub-consultants and the DEPARTMENT from the loss of said information.
  - (d) Aircraft Liability in the amount of \$1,000,000 per occurrence if aircraft are utilized in connection with this contract.
  - (e) The CONSULTANT shall provide evidence that his employees and sub-consultant employees are covered by Workers Compensation. If they are covered by Workers Compensation Fund of Utah, then the A.M. Best rating is not required in this area.
  - (f) If for any reason, an alteration, cancellation or material change occurs in coverage during the course of the contract, such change shall not become effective until 30 days after the DEPARTMENT has received written notice and has approved such a change.

All policies required by this contract shall be endorsed to indicate that the DEPARTMENT is named as an additional insured party as primary coverage and not contributing, except on the Architect and/or Engineers Professional Liability coverage under item (b) above and Workers Compensation under item (e). All required policies, endorsements, insurance companies issuing

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same, and self insured programs are subject to review and approval by the State of Utah, Risk Manager.

10. **PROGRESS:** The CONSULTANT shall begin the work required by this contract within one week following official notification by the DEPARTMENT to proceed. The CONSULTANT shall prosecute the work diligently and to the satisfaction of the DEPARTMENT. If Federal Funds are used on this contract the work will be subject to periodic review by the Federal Highway Administration.

The CONSULTANT will prepare monthly progress reports following the format established by the DEPARTMENT in sufficient detail to document the progress of the work and support the monthly claim for payment. Payments will not be made without a supporting progress report.

Progress conferences will be held periodically. The CONSULTANT will prepare and present written information and studies to the DEPARTMENT so it may evaluate the features and progress of the work. Either party may request a conference; to be held at the office of either, or at a place designated by the DEPARTMENT. The conferences shall also include inspection of the CONSULTANT'S services and work products when requested by the DEPARTMENT.

The CONSULTANT will be required to perform such additional work as may be necessary to correct errors in the work required under the contract without undue delays and without additional cost to the DEPARTMENT.

At any time the CONSULTANT determines the contract work cannot be completed within the specified time or budget, the DEPARTMENT shall be immediately notified in writing. The DEPARTMENT may, at its sole discretion, extend the contract by written modification.

The DEPARTMENT may terminate this contract in accordance with termination provisions of this contract including failure of the CONSULTANT to make satisfactory progress of the contract work.

Should the DEPARTMENT desire to suspend the work, but not terminate the contract, this will be done by verbal notification followed by written confirmation from the DEPARTMENT. The work may be reinstated upon 30 days advance written notice from the DEPARTMENT.

Unless extended or terminated in writing, this contract will terminate on the expiration date, or at the end of the specified calendar days.

11. **REVIEW AND INSPECTION OF WORK:** It is expressly understood and agreed that authorized representatives of the DEPARTMENT and, when Federal Funds are used, the Federal Highway Administration shall have the right to review and inspect the work in process, and the CONSULTANT'S facilities, at any time during normal business hours or by appointment.
12. **NON DISCRIMINATION PROVISIONS:** The CONSULTANT agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35 U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibits discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246 entitled "Equal Employment Opportunity," as amended by Executive order 11375 and as supplemented in Department of Labor Regulations (41CFR Part 60), which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap. The CONSULTANT agrees to abide by Utah's Executive Order, dated June 30, 1989, which prohibits sexual harassment in the work place. Sections 49 CFR 21 through Appendix H and 23 CFR 710.405(b) are applicable by reference in all contracts and subcontracts financed in whole or in part with Federal-aid highway funds. The CONSULTANT further agrees to furnish reports to the DEPARTMENT upon request for the

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purpose of determining compliance with these statutes identified in this section. The CONSULTANT shall comply with the Americans With Disabilities Act (ADA).

### 13. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY**

**MATTERS:** The CONSULTANT agrees to abide by the requirements of 49 CFR Part 29. By signing this contract the CONSULTANT certifies that to the best of their knowledge and belief that it or its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had civil judgment against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in subparagraph 13(b) of this certification; and
- (d) Have not within a three-year period preceding this contract had one or more public transactions (Federal, State, or Local) terminated for cause or default.

Where the CONSULTANT is unable to certify to any of the statements in this certification, the CONSULTANT shall attach an explanation to this contract. Exceptions will not necessarily result in denial of award, but will be considered in determining CONSULTANT'S responsibility. Any exceptions noted shall identify to whom it applies, the initiating agency, and dates of the action. Providing false information may result in criminal prosecution or administrative sanctions.

### 14. **CERTIFICATION OF COMPLIANCE ON LOBBYING RESTRICTIONS:** The CONSULTANT agrees to conform with the lobbying restrictions established by Section 319 of Public Law 101-121 (Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990) for contracts exceeding \$100,000 in Federal Funds. The CONSULTANT certifies, by signing this contract, to the best of their knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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The CONSULTANT also agrees by signing this contract that they shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

15. **OWNERSHIP OF DOCUMENTS:** All tracings, plans, manuscripts, specifications, data, maps, etc., prepared or obtained by the CONSULTANT, as a result of working on this contract, shall be delivered to and become the property of the DEPARTMENT. All documents and data pertaining to work required by this contract shall be the property of the DEPARTMENT and shall be delivered to the DEPARTMENT within 10 working days after termination of the contract, regardless of the reason for termination; and without restriction or limitation on their further use. Costs of all the above items shall be considered as included in the basic contract compensation for the work as described in ATTACHMENT C.

The CONSULTANT shall not be responsible for another party's application of information contained in the contract documents to other projects, or for uses other than that for which the information was intended. Should patentable discoveries or inventions result from work required by this contract, all rights to them shall be the sole property of the CONSULTANT. Except, the CONSULTANT agrees to grant to the United States Government and the State of Utah a non exclusive, non transferrable, paid up, license to use the discovery or invention. The CONSULTANT is permitted to copyright reports and other contract products provided that the DEPARTMENT and the Federal Highway Administration have a royalty free, non exclusive, irrevocable right to reproduce, publish, or otherwise use and authorize others to use for governmental purposes.

16. **ASSIGNMENT AND SUBCONTRACTING:** The CONSULTANT shall not subcontract any of the work required by this contract, or assign monies to be paid to the CONSULTANT hereunder, without the prior written approval of the DEPARTMENT. The amount billed to the DEPARTMENT for subcontractor costs shall be the same amount the CONSULTANT actually pays subcontractor for services required by this contract. All payments made by the CONSULTANT to the subcontractor for services required by this contract shall be subject to audit by the DEPARTMENT. All subcontracts must include all the same terms and conditions and provisions included in this contract. However, the prime CONSULTANT is responsible for ensuring that all work performed by sub-consultants is insured under their insurance policy, or they require that the sub-consultants meet the insurance provisions required under this contract.

The CONSULTANT must perform work valued at not less than % of the total contract amount, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this contract.

17. **KEY PERSONNEL/STAFFING PLAN:** Any change in personnel from that specifically identified in Attachment C of this contract, must be submitted to the DEPARTMENT Project Manager and Consultant Services in writing and is subject to prior approval by the DEPARTMENT. Invoices submitted for payment with unauthorized personnel will not be paid.
18. **DISPUTES:** Claims for services, materials, or damages not clearly authorized by the contract, or not ordered by the DEPARTMENT by prior written authorization, will not be paid. The CONSULTANT shall notify the DEPARTMENT in writing, and wait for written approval, before it begins work not previously authorized. If such notification and approval is not given or the claim is not properly documented, the CONSULTANT shall not be paid the extra compensation. Proper documentation alone shall not prove the validity of the claim. The parties agree to use arbitration or mediation after exhausting applicable administrative reviews to resolve disputes arising out of this contract where the sole relief sought is monetary damages \$100,000 or less, exclusive of interest and costs.
19. **CLAIMS - DELAYS AND EXTENSIONS:** The CONSULTANT agrees to proceed with the work previously authorized by the contract, or in writing, continually and diligently, and will make no charges or claims for extra compensation for delays or hindrances within its control during the

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progress of this contract. The DEPARTMENT may allow an extension of time for the contract, for a reasonable period as agreed by the parties, should a delay or hindrance occur. The DEPARTMENT shall not waive any of its rights under the contract by permitting the CONSULTANT to proceed with the contract after the established completion date.

20. **CONSULTANT'S ENDORSEMENT ON PLANS, ETC.:** The CONSULTANT (if a firm, the responsible principal) is required to endorse and affix its seal to plans, reports, and engineering data furnished to the DEPARTMENT under this contract.
21. **CONTRACT MODIFICATIONS:** This contract may be amended, modified, or supplemented, as it is mutually agreed to by the parties by written contract modification, executed by the parties hereto and attached to the original signed contract. If there is Federal funding as part of the revenue for this contract, the Federal Highway Administration must approve all changes.

Claims for services furnished by CONSULTANT, that are not specifically authorized by this contract or by appropriate modification, shall not be paid by the DEPARTMENT. When a contract modification has been agreed to by the parties no claim for the extra work done or material furnished shall be made by the CONSULTANT until the written modification has been fully executed. Any verbal agreements not confirmed in writing are non-binding.

22. **TERMINATION:** This contract may be terminated as follows:

- (a) Mutual agreement of the parties; in writing and signed by the parties.
- (b) By either party for failure of the other party to fulfill its obligations, as set forth with the provisions of this contract and in particular with Attachment C, "Services Provided by the CONSULTANT" or Attachment E, "Duties of the DEPARTMENT". Reasonable allowances will be made for circumstances beyond the control of the CONSULTANT and the DEPARTMENT. Written notice of intent to terminate is required and shall specify the reasons supporting termination.
- (c) By the DEPARTMENT for the convenience of the State upon written notice to the CONSULTANT.
- (d) Upon satisfactory completion of required contract services.

On termination of this contract all accounts and payments will be processed in accordance with contract terms. An appraisal of the value of work performed to the date of termination shall be made to establish the amount due to or from the CONSULTANT. Upon determining the final amount due the CONSULTANT, or to be reimbursed by the CONSULTANT, in the manner stated above, the final payment will be processed in order to close out the contract.

23. **DESIGN/CONSTRUCTION:** The CONSULTANT will utilize all current DEPARTMENT standards and be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the CONSULTANT under this contract. The CONSULTANT will, without additional compensation, correct or revise any errors or omissions in its design, drawings, specifications and other services. This contract may remain open for modifications for any unforeseen work that may be deemed necessary by the DEPARTMENT going into the construction phase to accommodate future work by the prime CONSULTANT or sub-consultant. CONSULTANT will perform the services in accordance with the customary standard of professional car.
24. **ELECTRONIC PLAN ROOM DOCUMENTATION:** All consultants will be expected to adhere to the DEPARTMENT current web site development standards. It is the CONSULTANT's responsibility to provide all plans, specifications, surveys, and associated data in the DEPARTMENT acceptable electronic formats on one or more CD's. All project data will be organized in the DEPARTMENT's project directory structure as specified in the DEPARTMENT's current CADD Standards. It is the CONSULTANT's responsibility to be aware of all



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DEPARTMENT requirements and formats. The DEPARTMENT CADD standards are available at the *Engineering Technology Services* (ETS) sub-page of the DEPARTMENT website [www.udot.utah.gov/ets](http://www.udot.utah.gov/ets).

Computer Aided Drafting and Design acceptable formats are as follows:

- (a) Drafting: *MicroStation* Design format (.dgn) by Bentley Systems Inc., version 8.0 or higher.
- (b) Civil Design: *InRoads* by Bentley Systems Inc. version 8.0 or higher acceptable formats are as follows: Geometry files (.alg), Surface or digital terrain models (.dtm), Template libraries (.tml), and Roadway definition (.rwl).
- (c) Survey and Photogrammetry: *InRoads Survey* format(.fwd) by Bentley Systems Inc. version 8.0 or higher. Raw survey files will be in ASCII format, (point number, Northing Easting, Elevation and code). Survey points will be coded using the DEPARTMENT feature code library DEPARTMENT survey(.fwf) and Raster Images (aerial photos) will be in be in TIFF format. Design and Survey work will adhere to the DEPARTMENT CADD Standards.
- (d) Plotting: In order for the project to be published into the DEPARTMENT Electronic Plan Room (EPR) system, the CONSULTANT will prepare a file to direct the DEPARTMENT's plotting software, *InterPlot*, by Bentley Systems Inc. to produce the correct output. This is the *InterPlot Organizer's* plot-set file (*filename.ips*). This file contains specifications for each sheet in the plan set and controls the order and name of each sheet as they will appear in the EPR system. Instructions for preparing this file can be found at the DEPARTMENT *Engineering Technology Services* (ETS) website as stated below.
- (e) Responsibility: Region Designers/Consultants, Action - When submitting electronic files for advertisin, Region or consultant designers upload the following files to the Department FTP site (<ftp://ftp.dot.utah.gov>). 1) Major design files, including roadway design, striping, signing, signals, and profiles (Microstation format), 2) Existing topography and existing utilities (Microstation format), 3) Existing and proposed surfaces (dtm format), 4) InRoads alignments (alg), templates (tml), and roadway libraries (rwl).
- (f) Placement: Action - Projects should be placed in the following location on the DEPARTMENT's FTP site: <ftp://ftp.dot.utah.gov/RegionNumber/ProjectName>.

The CONSULTANT will be responsible for the accuracy of the translated data.

Technical and Standards support will be provided to the CONSULTANT through the Engineering Systems Section of the Information Systems Support (ISS) Division at UDOT. Questions or comments can be addressed to Greg Herrington, Manager of Engineering Support at the Utah Department of Transportation, 4501 South 2700 West, Salt Lake City, Utah 84119. You may e-mail Greg at [gherrington@utah.gov](mailto:gherrington@utah.gov) or call him at 801-965-4865.

25. **REQUIREMENTS FOR COMPUTER ELEMENTS:** Hardware, firmware and/or software elements that the CONSULTANT procures, furnishes, licenses, sells, integrates, creates and/or enhances for the DEPARTMENT under this contract shall achieve the specific objectives specified in the work plan. These elements shall be free of defects, or "bugs," that would prevent them from achieving the objectives specified in the work plan. In addition, they shall be fit for operation after the year 2000. "Year 2000 fitness" means that the computer element warranted by the CONSULTANT: (a) will not cease to perform before, during, or after the calendar year 2000; (b) will not produce abnormal, invalid and/or incorrect results before, during or after the calendar year 2000; (c) will include, but not be limited to, data century recognition, calculations that accommodate same century and multi-century formats, date data that reflect century; and, (d) will process date data including, but not limited to, calculating, comparing and sequencing from, into, and between the twentieth and twenty-first centuries, including leap year calculations.

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Computer software and applications created and/or enhanced under this contract shall include as deliverables; user instructions, program documentation, program listings, source code and executables in specified compiled formatted files. The program documentation shall include flow charts and detailed treatment of decision algorithms and their technical basis. Appropriate DEPARTMENT individuals will review "user instructions" and "program documentation" for acceptability. Formal sign-offs will record such events and be part of the project repository. Software development and operating system platforms shall be approved by the DEPARTMENT and specified in the work plan. Changes to these platforms shall only be allowed by written authorization by the DEPARTMENT.

26. **COST PRINCIPLES:** Regardless of the funding source, the costs allowable for reimbursement will be governed by the Federal Acquisition Regulations, Title 48, Part 31, as modified by Utah State law, administrative rules, and regulations on contract provisions.
27. **RIGHT OF WAY SUBMITTAL REQUIREMENTS:** As of April 1<sup>st</sup> 2004, the following information is to be submitted by the Right of Way Design Firm for each Right of Way package submitted. These requirements should be included in each Right of Way Design firms contract for services.

Submit the following information to the Region for review and processing.

Send in all seven hard copies of the right of way package, as always.

Send a CD (or diskette) with the following folders and content for each right of way summary.

- (a) Ownership Folder with all electronic Ownerships for this package in "**Word**" format.
- (b) Office Copy Folder with electronic Office Copies of deeds in "**Word**" for Office copies in this summary).
- (c) Signature Copies Folder with electronic copies of the Signature Deeds in "**Word**" for Signature copies in this summary.
- (d) Summary (RW-53) in "**Word**" for parcels submitted in this summary.
- (e) E-Summary containing the electronic summary spreadsheet in "**Excel**" in the format shown above for the parcels in this summary.

Submit approximately 10 Ownerships (with the deeds for that ownership) on each Summary or E-SUMMARY.

File names for E-SUMMARIES must be capitalized. Example; **E-SUMMARY-54P.xls** (UDOT will convert the spreadsheet file to another format and use the same name in lower case **e-summary-54p**)

Parcel numbering on **CD (or diskette)**  
**Summary (RW-53) Same as old way**  
**Office**  
**Signature**  
**Ownership**

**001\_Off.doc**  
**001\_Sig.doc**  
**001\_Own.doc**

For more training on Right of Way Package Summary preparation and submittal contact:

Alan Dearden 801-965-4246  
Terri Theobald 801-965-4462  
Jim Baird 801-965-4024

### SERVICES PROVIDED BY THE CONSULTANT

#### 1. GENERAL

##### (a) **SCOPE SUMMARY:**

##### (b) **WORK ACCEPTANCE:**

(1) All work performed under this contract shall be performed in accordance with Standards, Specifications, Manuals of Instruction, Policies and Procedures established by the DEPARTMENT. All work shall be subject to the approval of the DEPARTMENT through its designated representatives. When the work is Federally funded, the DEPARTMENT will coordinate with the Federal Highway Administration (FHWA) to obtain concurrence in the work.

(2) Reviews and Quality Assurance: The CONSULTANT shall become familiar and comply with the changes to the Project Review Process, as stated in memorandum dated September 25, 1997 from the Project Development Engineer.

(c) **GENERAL CONTROL AND INSPECTIONS:** The CONSULTANT shall be represented at progress review meetings as may be scheduled by the DEPARTMENT. The CONSULTANT shall accompany DEPARTMENT personnel and other representatives on field inspections and at conferences as may be required.

(d) **IF THIS CONTRACT IS FOR DESIGN:** The design consultant will be retained to answer and clarify any questions on the design during construction. The consultants will be required to include this task in their cost proposal. The Construction Project Engineer will call on the CONSULTANT as he needs him. If the work required from the CONSULTANT is due to errors in the design, the CONSULTANT will not be reimbursed. To enhance the communication between the DEPARTMENT and Consultants, the DEPARTMENT is requiring that the CONSULTANT attend the following meetings: kickoff meeting, preconstruction meeting, and the final inspection meeting. These meetings should be included in the detail work plan.

#### 2. DETAIL WORK PLAN

The CONSULTANT'S Work Plan may be found on pages ? through ? of this Attachment.

#### 3. QC/QA PLAN

The CONSULTANT'S QC/QA Plan may be found on pages ? through ? of this Attachment.

#### 4. PERSONNEL/STAFFING PLAN

The Staffing Plan listing Key Personnel may be found on pages ? through ? of this Attachment.

#### 5. SCHEDULE

## ATTACHMENT C

- (a) **COMPLETION:** All work shall begin within seven (7) days of notice to proceed and shall be completed by .
- (b) **PROJECT/CONTRACT PERIOD:** The project/contract will terminate , unless otherwise extended or canceled in accordance with the terms and conditions of this contract. If additional time is required beyond the project completion date, the CONSULTANT shall submit a "Contract Time Extension Modification" to the DEPARTMENT's Project Manager for approval and processing.
- (c) **WORK SCHEDULE:** See [page ?](#) of this Attachment for the CONSULTANT'S work schedule.

### 6. CERTIFICATE OF INSURANCE

The CONSULTANT's Certificate of Insurance may be found on [pages ? through ?](#) of this Attachment.

### FEES

#### LUMP SUM

1. **LUMP SUM:** For all services and materials pertinent hereto and/or specifically described herein, except as otherwise explicitly cited, the DEPARTMENT agrees to pay the CONSULTANT the sum of \$. In developing the Lump Sum amount, the actual allowable costs will be limited to the costs which are allowable under the Federal Acquisition Regulations in Title 48, CFR Part 31, as modified by Utah State law, administrative rules, regulations, or contract provisions.
2. **MODIFICATIONS:** In the event the DEPARTMENT requires changes of services which materially affect the scope of work or work plan, with a resulting material increase in cost to the CONSULTANT, a contract modification for additional compensation and time for completion shall be entered into by the parties hereto prior to making such change. Any such work done without prior DEPARTMENT agreement shall be deemed ineligible for reimbursement for additional compensation.
3. **PROGRESS PAYMENTS:** Progress payments are based upon the approved percentage of work completed and are made pursuant to certified invoices received. **Five percent** (5%) of the amount invoiced shall be retained in a DEPARTMENT approved escrow account until such time as all of the services are completed, approved, properly invoiced, and full agreement has been reached by both parties on the termination of the contract.
4. **INVOICES:** Invoices are to reflect charges as they apply to the appropriate contract, project and account number, and must be certified and executed by an official legally authorized to bind the firm. The invoice must be substantiated with supporting documentation that is reviewed and approved by the DEPARTMENT's Project Manager and subject to a final review by the DEPARTMENT's Comptroller's Office.
5. **FINAL PAYMENT:** Retention will be released only after all materials and services associated with this contract have been reviewed and approved by the DEPARTMENT's Project Manager and subject to final review by the DEPARTMENT's Comptroller's Office. The Retention Fee will not be released until a project evaluation form has been completed by a DEPARTMENT Project Manager and submitted to Consultant Services and the DEPARTMENT's Comptroller's Office.  
  
The DEPARTMENT's Project Managers and the Comptroller's Office have the right to hold the final retention payment on certain projects when design and construction are performed by two separate Consultants or if there is a potential possibility of a design or construction error.
6. **FINANCIAL SUMMARY:** The total maximum amount of disbursement pertinent to this contract is \$. The Overhead and Fixed Fee rates have already been reviewed and determined and are included as part of the total maximum amount of this contract. Contract overruns will **not** be paid.
7. **COST PROPOSAL:** Prepared by the CONSULTANT and/or sub-consultant, if applicable, and reviewed and approved by the DEPARTMENT is found in Attachment D of this contract, [pages ? through ?](#).

## ATTACHMENT D

FEES

COST PLUS A FIXED FEE

1. **COST PLUS A FIXED FEE:** For all services and materials pertinent hereto and/or specifically described herein, except as otherwise explicitly cited, the DEPARTMENT agrees to pay the CONSULTANT for the actual allowable cost plus a fixed fee. Overhead rates have been reviewed, approved, and are limited to the costs which are allowable under Federal Acquisition Regulations, contained in Title 48 CFR, Part 31.

Bonuses paid to employees, principals, and key executives are allowed under the Federal Cost Principles. However, the DEPARTMENT disallows bonuses to owners, key executives, principals, and proprietors on determining overhead rates for Consultant contracts.

The actual contract cost includes direct labor expense, payroll additives; indirect costs and other direct non-salary costs as outlined below.

Guest meals (meals paid by a consultant or a consultant's employee for someone other than his/her self) shall not be eligible for reimbursement unless previously approved in writing by the DEPARTMENT Project Manager.

- (a) The direct labor expense is the actual salary expense plus payroll additives for professional and technical personnel and principals for the time they are productively engaged in work necessary to fulfill the terms of this contract. The provisional payroll additives were determined based on an Analysis of an Overhead Rate as **percent** of the direct salary expense and is subject to a final audit review.
- (b) The provisional indirect costs have been determined based on the Analysis of an Overhead Rate and agreed upon as **percent** of the direct labor expense. Actual salary expense, including payroll additives is subject to a final audit review.
- (c) If necessary and DEPARTMENT approved, any additional direct expenses incurred in fulfilling the terms of this contract, including but not limited to travel and lodging, reproduction, telephone, equipment, supplies and fees of outside CONSULTANTS or sub-consultants will be reimbursed at actual costs.

If the CONSULTANT's normal accounting practice is to include some of these costs as indirect expenses, then this contract will be consistent with that practice. These types of costs must be disclosed as part of your accounting practices and in conformance to Federal Cost Principles.

- (d) The fixed fee has been determined and agreed upon as **percent** of the combined direct labor and the Overhead amount, which represents the CONSULTANT'S profit of **\$**. The fixed fee percentage is not a floating percent.

The fixed fee payment will be prorated and paid regularly in proportion to the work performed as reflected by the periodic invoices; that is, on the same ratio as the invoice cost bears to the originally estimated total for CONSULTANT's actual cost which is the maximum amount payable minus the fixed fee. Any portion of the fixed fee payment not previously paid in the periodic payment will be covered in the final payment.

Overruns in the costs of the work do not warrant an increase in the fixed fee, but significant changes to the Scope of Work may require adjustment of the fixed fee in the contract as evidenced by a contract modification.

2. **MODIFICATIONS:** In the event the DEPARTMENT requires changes of services which materially affect the scope or work plan, with a resulting material increase in cost to the CONSULTANT, a contract modification for additional compensation and time for completion shall

## ATTACHMENT D

be entered into by the parties hereto prior to making such change. Any such work done without prior DEPARTMENT agreement shall be deemed **ineligible** for reimbursement by the DEPARTMENT.

3. **PROGRESS PAYMENTS:** Progress payments are based upon the approved percentage of work completed and are made pursuant to certified invoices received. **Five percent** (5%) of the amount invoiced shall be retained in a DEPARTMENT approved escrow account until such time as all of the services are completed, approved, properly invoiced, and full agreement has been reached by both parties on the termination of the contract.
4. **INVOICES:** Invoices are to reflect charges as they apply to the appropriate contract, project, and account number, and must be certified and executed by an official legally authorized to bind the firm. The invoice must be substantiated with supporting documentation that is reviewed and approved by the DEPARTMENT's Project Manager and subject to final approval by the DEPARTMENT's Comptroller's Office.
5. **FINAL PAYMENT:** Retention will be released only after all materials and services associated with this contract have been reviewed and approved by the DEPARTMENT's Project Manager and finalized by the DEPARTMENT's Comptroller's Office. The retention fee will not be released until a project evaluation form has been completed by the DEPARTMENT's Project Manager and submitted to Consultant Services and the Comptroller's Office.

The DEPARTMENT's Project Managers and the Comptroller's Office have the right to hold the final payment on certain projects when design and construction are performed by two separate Consultants or if there is a potential possibility of a design or construction error.

6. **FINANCIAL SUMMARY:** The total maximum amount of disbursement pertinent to this contract shall not exceed \$. Contract overruns will **not** be paid.
7. **COST PROPOSAL:** The overhead and hourly rates shown in the CONSULTANT's and/or sub-consultant's cost proposal have been determined and agreed upon by the parties and are included in this contract. The CONSULTANT will invoice the DEPARTMENT using the approved and agreed upon Wage Rates, Overhead, prorated Fixed Fee, and any additional Direct Costs.

Invoices submitted to the DEPARTMENT must reflect the staffing plan and associated hourly wage rates, labor hours used, and other costs submitted in the CONSULTANT cost proposal. The Cost Proposal for the CONSULTANT and/or sub-consultant, if applicable, can be found in Attachment D, pages ? through ?.



FEES

UNIT PRICE

1. **UNIT PRICE:** For all services and materials pertinent hereto and/or specifically described herein, except as otherwise explicitly cited, the DEPARTMENT agrees to pay the CONSULTANT for the work performed at the unit prices reviewed and approved by the DEPARTMENT's Project Manager. Unit Prices include Direct Labor Expenses, Payroll Additives, Indirect Expenses, and Direct Non-salary Expenses and Profit.

The costs included in the Unit Price have been reviewed and limited to the costs which are allowable under the Federal Acquisition Regulations contained in Title 48 CFR, Part 31 as modified by Utah State law, administrative rules, regulations, or contract provisions.

Guest meals (meals paid by a Consultant or Consultant's employee for someone other than his/her self shall NOT be reimbursed unless previously approved in writing by the DEPARTMENT's Project Manager.

Bonuses paid to employees, principals, and key executives are allowed under Federal Cost Principles. However, the DEPARTMENT disallows bonuses to owners, key executives, principals, and proprietors on determining overhead rates for Consultant contracts.

2. **MODIFICATIONS:** In the event the DEPARTMENT requires changes of services which materially affect the scope of work or work plan, with a resulting material increase in cost to the CONSULTANT, a contract modification for additional compensation and time for completion shall be entered into by the parties hereto prior to making such change. Any such work done without prior agreement shall be deemed **not** covered in the compensation and time herein provided.
3. **PROGRESS PAYMENTS:** Progress payments are based upon the approved completed units and are made pursuant to certified invoices received. **Five percent** (5%) of the amount invoiced shall be retained in a DEPARTMENT approved escrow account until such time as all of the services are completed, approved, properly invoiced, and full agreement by both parties has been reached on the termination of the contract.
4. **INVOICES:** Invoices are to reflect charges as they apply to the appropriate contract, project, and account number, and must be properly certified and executed by an official legally authorized to bind the firm. The invoice must be substantiated with supporting documentation that is reviewed and approved by the DEPARTMENT'S Project Manager and subject to final approval by the DEPARTMENT'S Comptroller's Office.
5. **FINAL PAYMENT:** Retention will be released only after all materials and services associated with this contract have been reviewed and approved by the DEPARTMENT's Project Manager and finalized by the DEPARTMENT's Comptroller's Office.

The DEPARTMENT's Project Managers and the DEPARTMENT's Comptroller's Office have the right to hold the final retention payment on certain projects when design and construction are performed by two separate Consultants or if there is a potential possibility of a design or construction error.

6. **FINANCIAL SUMMARY:** The total maximum amount of disbursement pertinent to this contract is \$. Contract overruns will **not** be paid.
7. **COST PROPOSAL:** The Cost Proposal prepared by the CONSULTANT and reviewed and approved by the DEPARTMENT's Project Manager can be found in Attachment D, [pages 2 through 2](#).

The Unit Price rates shown in the CONSULTANT's Cost Proposal were negotiated and agreed upon by both parties of this contract. The CONSULTANT will invoice the DEPARTMENT using

## **ATTACHMENT D**

the negotiated unit price rates agreed upon and shown in the CONSULTANT Cost Proposal. These unit rates will be fixed for the period of this contract. Any changes must be approved by the DEPARTMENT and by written contract modification.

## ATTACHMENT E

### DUTIES OF THE DEPARTMENT

1. **GUARANTEE ACCESS:** The DEPARTMENT shall guarantee access to and make all provisions for the CONSULTANT to enter upon all lands, both public and private which in the judgment of the parties hereto are necessary to carry out such work as may be required.
2. **PROMPT CONSIDERATION:** The DEPARTMENT shall give prompt consideration to all reports, plans, proposals and other documents presented by the CONSULTANT.
3. **DOCUMENTS:** The DEPARTMENT shall furnish Standards, Specifications, Manuals of Instruction, Policies and Procedures, and other available information, including any material previously prepared for this work. Specific materials related to this contract that will be furnished by the DEPARTMENT.
4. **SERVICES:** The DEPARTMENT will perform standard services relating to this contract.